

**LEGISLATIVE COUNCIL
CRIMINAL JUSTICE POLICY COMMISSION
POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Commission Data Administrator

SALARY SCHEDULE RANGE: K

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The Criminal Justice Policy Commission (CJPC) was created in the Legislative Council by Public Act 465 of 2014. The Commission is charged to do all of the following: collect, prepare, analyze, and disseminate information regarding state and local sentencing and proposed release policies and practices for felonies. The CJPC must also assess the use of prisons and jails, collect and analyze information concerning how misdemeanor sentences, and the detention of defendants pending trial, affect local jails.

In cooperation with the Department of Corrections (MDOC), the employee in this position will collect, analyze, and compile data and make projections regarding the populations and capacities of state and local correctional facilities, the impact of the sentencing guidelines and other laws, rules, and policies on those populations and capacities, and the effectiveness of efforts to reduce recidivism.

This position reports to the Legislative Council Administrator.

EXAMPLES OF WORK:

- Works closely with the CJPC's data subcommittee to determine data mining that must be performed in order to answer Commission questions.
- Works with Legislative Council Administrator on all personnel matters and fiscal year budget preparation.
- Receives and responds, orally or in writing, to inquiries from CJPC members, legislators, legislative staff, members of the judiciary, representatives of the executive branch, and others interested in the work of the CJPC.
- Aids in the preparation and delivery of presentations to legislators, legislative staff, judges, appropriate executive agencies, and others interested in the work of the CJPC.
- Provides technical expertise to the CJPC by collecting and analyzing data. Must analyze information gathered from a plethora of data sources to determine such things as the effectiveness of sentencing guidelines and other laws, rules, and policies on those populations and capacities, and the effectiveness of efforts to reduce recidivism.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Thorough knowledge of fundamental methods of data collection, data analysis, and data reporting.
- Ability to present ideas clearly and effectively, including the ability to write clearly, concisely, and in an organized manner.
- Ability to evaluate and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis and execution for assigned projects, and follow through with established timelines.
- Ability to facilitate the collection of new data and the refinement of existing data sources to enable consistent elevation of analysis quality.
- Ability to visualize results of analyses in the form of graphs, charts, tables, and scorecards.
- Ability to interpret data and communicate complex findings to CJPC members, legislators, legislative staff, members of the judiciary, representatives of the executive branch, and others interested in the work of the CJPC.
- Effective oral communications skills.
- Ability to quickly assimilate oral and written data, analyze facts, and draw logical conclusions.
- Ability to work cooperatively with and balance the demands of CJPC members, the Legislative Council Administrator, other employees, legislators, legislative staff and others.
- Ability to maintain favorable public relations.
- Knowledge of the legislative process.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Master's Degree in related field (i.e. criminal justice, social science, political science); or an equivalent combination of education and experience.
- Database management experience required. Social science research experience preferred.
- Familiarity with sentencing law and sentencing guidelines. Significant exposure to statistical analysis and automated systems is required.
- Advanced knowledge of statistical software used to analyze data and prepare reports required.
- Five years of progressively more expansive experience, including project management, previous supervisory and governmental or legislative experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required.